



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
06/26/2023 7:30 PM
Conducted by Remote Participation - Zoom Meeting

ATTENDEES

Remy	A	White	P	Griffin	A	Bliss	A
Blundell	P	Younkin	P	Harmer	P	Tosti	P
Susse	P	Lobel	A	LaCourt	P	Deshler	P
Migliazzo	A	Gibian	A	Jones	A	Carman	A
Beck	P	Foskett	P	Heigham	P	McKenna	P
						Bradley	P

P indicates Present; A indicates Absent

INTRODUCTION

1. Deshler read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes, unless unanimous, must be by roll call. Attendance was taken by roll call. A vote of "unanimous" means "unanimous vote by all present". The Chair votes only when there is a tie.

VISITORS: Ida Cody (Town Comptroller) and Alex Magee (Deputy Town Manager & Finance Director)

MINUTES

1. The meeting minutes from 6/7/2023 were approved unanimously. Heigham missed the vote

BUDGETS, ARTICLES & ITEMS

1. End of Year Transfers
 - a. MaGee reviewed the End of Year Transfers requests including funds for Legal bills, an injury settlement and a DPW employee buyout
 - i. The incident resulting in the \$100,000 settlement will bring a renewed focus on playground equipment safety and upkeep
 - b. Balance of Deferred Compensation Fund will be \$21,457 following the July 2023 payout
 - c. VOTE: motion to approve requested transfers as presented was accepted unanimously
2. Elastic Clause
 - a. VOTE: motion to allow Chair to approve additional transfers of \$25,000 or Chair and one Vice Chair to approve additional transfers of \$50,000 without convening meeting was approved unanimously
3. Summer Projects & Working Groups
 - a. Composting Article: Susse, White & LaCourt to follow up with the group to prepare presentation to committee in January

- b. Communications: Foskett, Blundell & Susse to work on an article on committee accomplishments this year and the upcoming override
- c. IT: Jones, Harmer & LaCourt to continue in this working group
- d. Leadership Team: Chair & Vice Chairs will meet during summer to discuss reporting
- e. Water Bodies: White will follow up with this group
- f. Council on Aging Enterprise Fund: Carman, Deshler, White and Tosti to work on a transition plan out of enterprise setup
- g. Operations Working Group – Motor Vehicle Repair: Blundell & Susse will follow up with Remy to kick-start this group
- h. Recruiting: need to advertise openings for Precincts 4, 9, 11 and 18

CONCLUSION

The meeting adjourned at 8:10 pm.

The next meeting is to be determined in the Fall.

Tara Bradley
6/26/2023

Reference 1: End of Year Transfers Request



**Town of Arlington
Office of the Town Manager**

**Alex Magee
Deputy Town Manager**

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TO: Finance Committee

FROM: Alex Magee, Deputy Town Manager/Finance Director and Ida Cody, Comptroller

CC: Sandy Pooler, Town Manager

DATE: June 23, 2023

RE: End of Year Transfers

Attached for your information and review is a list of anticipated end of year transfer requests and a sheet summarizing the transfers. We reviewed year end salary and spending projections and believe the transfer requests listed below will cover all deficits in spending accounts for Fiscal Year 2023. Please note that the anticipated transfers included in the attachment are subject to change prior to the conclusion of FY 2023. There may also be a need for an additional transfer(s) not included in the attachments.

The following is a summary of the two transfer requests this year.

Legal: Legal Bills for Services Rendered, Settlement, and Salaries Adjustment

As part of the extended negotiations with one of our labor unions, the Arlington Patrol Officers Association, our labor counsel (Valerio Dominello Hillman) became involved in extensive preparations to present to the Joint Labor-Management Committee, which is a Department of Labor Relations committee that assists in resolving collective bargaining disputes involving municipalities and their public safety employees. This extenuating circumstance brought with it additional unforeseen costs. The amount needed to cover these bills is \$62,362.

During the course of FY23, an injury settlement was reached with a 3rd party who was injured while on town property. The legal department was able to negotiate a \$100,000 settlement prior to the matter going to trial, which should be applauded. The settlement costs were unforeseen and unplanned for.

There is a shortage of roughly \$15,000 in the salaries expense line. This is due to the departure of a legal department employee in March of 2023, which necessitated a buyout, and then created a

situation where another employee had to work out of classification for a term before working a large number of overtime hours to clean up some issues left by the departing employee.

In all, I recommend a reserve fund transfer of \$177,362 to the Legal Department for the expenses outlined above.

DPW: Employee Buyout

A long tenured employee has announced their intention to retire at the end of July. Because of their exceptionally long tenure, this employee is entitled to a deferred compensation payment at the time of their retirement. I recommend making a \$16,867 transfer from the deferred compensation fund to the DPW.

Impact to the Reserve Fund

The recommendations outlined above total \$194,229, with \$16,867 coming from the Deferred Compensation Fund and \$177,362 coming from the Reserve Fund. If approved, the balance in the reserve fund would be \$1,575,816, which will become Free Cash as of June 30, 2023.

FY2023 - Reserve Fund Summary

Department		Amount Required		Transfer Source	
		Expenses	Salaries	Deferred Comp. Fund	Reserve Fund
Legal					
	Legal Bills, Wages, Settlement	\$ 162,362	\$ 15,000		\$ 177,362
DPW					
	Employee Buyout		\$ 16,867	\$ 16,867	
Total		\$ 162,362	\$ 31,867	\$ 16,867	\$ 177,362

Reserve Fund Current Balance	\$ 1,753,178
Projected Balance After Transfers	\$ 1,575,816